

**EKMS 3A**  
**Annex E**  
**Inspection Guide**  
**Fixed COMSEC Facilities**

**Purpose**

To provide a checklist (with appropriate references) for use by personnel tasked with certifying/recertifying a fixed COMSEC facility which contains classified COMSEC material, located in an immovable structure or aboard a ship, to ensure it meets the minimum physical security safeguards.

**Initial Required Data**

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Date of Inspection:

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Command Inspected:

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Immediate Superior in Command (if other than EKMS Inspector) of Unit Inspected:

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Date of Last Inspection:

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Name/Grade/Rate and Command of Inspector:

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Date of Last Facilities Approval:

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EKMS Manager Name/Grade:

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Primary Alternate EKMS Manager Name/Grade:

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Identify Following, as Applicable/Assigned:

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Second Alternate EKMS Manager Name/Grade:

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Third Alternate EKMS Manager Name/Grade:

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Clerk Name/Grade:

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## Action

The following inspection checklist shall be used and completed in its entirety by the Inspector conducting the inspection. Per Chapter 2 and Article 401.c., unsatisfactory inspection reports must include references and comments to substantiate the evaluation. As such, below each item reviewed, space is provided to respond to any questions that receive a negative response. This inclusion in the inspection checklist will greatly aid inspectors and commands when conducting the outbrief and writing the official report of inspection results.

Yes	No	Fixed COMSEC Facility Checklist
		1. Is the facility constructed of solid strong materials that deter and detect unauthorized penetration? (CMS 21A, Annex O, paragraph 2)
		2. Does the facility provide adequate attenuation of internal sounds that would divulge classified information through walls, doors, windows, ceilings, air vents, and ducts? (CMS 21A, Annex O, paragraph 2)
		3. Are walls constructed from <b>true</b> floor to <b>true</b> ceiling? (CMS 21A, Annex O, paragraph 3.a)
		4. Are ceilings at least as thick as the outer walls and offer the same level of security as the outer walls? (CMS 21A, Annex O, paragraph 3.b)
		5. If false ceilings are used, are additional safeguards used to resist unauthorized entry (e.g., installed, approved intrusion detection system (IDS) in the area above the false ceiling)? (CMS 21A, Annex O, paragraph 3.c)
		6. Is only one door used for regular entrance to the facility, though other doors may exist for emergency exit and entry or removal of bulky items? (CMS 21A, Annex O, paragraph 4)
		7. Do all doors remain closed during facility operations and are they only opened to admit authorized personnel or materials? (CMS 21A, Annex O, paragraph 4.a)

	<p>8. Do the main entrance facility doors comply with the following standards? (CMS 21A, Annex O, paragraph 4.b (1) (a) through (c))</p> <ul style="list-style-type: none"> <li>a. Does the door have sufficient strength to resist forceful entry? (In preference order, examples of acceptable doors are: GSA-approved vault doors, standard 1-3/4" internally reinforced, hollow metal industrial doors, <b>or</b> metal-clad or solid hardwood doors with a minimum thickness of 1-3/4")</li> <li>b. Is the door frame securely attached to the facility and fitted with a heavy-duty/high security strike plate, and hinges installed with screws long enough to resist removal by prying?</li> <li>c. Is the door installed as to resist removal of hinge pins? (This can be accomplished by either installing the door so that the hinge pins are located <b>inside</b> the facility, or by set screwing/welding the pins in place.)</li> </ul>
	<p>9. If the facility is not continuously manned, is the door equipped with a GSA-approved, electro-mechanical lock meeting Federal Specification FF-L-2740? (CMS 21A, Annex O, paragraph 4.b(2))</p>
	<p>10. If the facility is continuously manned (a built-in lock is not required), is the door designed so that a GSA-approved, electro-mechanical lock meeting Federal Specification FF-L-2740 and dead bolt can be affixed to the outside should it ever become necessary to lock the facility? (CMS 21A, Annex O, paragraph 4.b(2)(a))</p> <p><b>NOTE:</b> An electronically activated lock (e.g. cipher lock or keyless push-button lock) may be used on the entrance door to facilitate the admittance of authorized personnel when the facility is operationally manned. However, these locks do not afford the required degree of protection and may not be used to secure the facility when it is not manned.</p>

	<p>11. Do other doors (e.g., emergency exit doors and doors to loading docks) meet the same installation requirements as the main facility entrance doors, and designed so that they can only be opened from inside the facility? (CMS 21A, Annex O, paragraph 4.b(3))</p> <p><b>NOTE:</b> Approved panic hardware and locking devices (lock bars, dead bolts, knobs, or handles) may be placed only on the interior surfaces of other doors to the facility.</p>
	<p>12. Is the entrance area equipped with a device which affords personnel desiring admittance the ability to notify personnel within the facility of their presence? (CMS 21A, Annex O, paragraph 4.b(4))</p>
	<p>13. Is a method employed to establish positive visual identification of a visitor before entrance is granted? (CMS 21A, Annex O, paragraph 4.b(4)(a))</p>
	<p>14. Is the entrance designed in such a manner that an individual cannot observe classified activities until cleared for access into the restricted spaces? (CMS 21A, Annex O, paragraph 4.b(4)(b))</p>
	<p>15. Where windows exist, are they secured in a permanent manner to prevent them from being opened? (COMSEC facilities normally should not contain windows) (CMS 21A, Annex O, paragraph 5)</p>
	<p>16. Are windows less than 18 feet above ground alarmed and/or barred to prevent their use as an access point? (CMS 21A, Annex O, paragraph 5.a)</p>
	<p>17. Is observation of internal operations of the facility denied to outside viewing by covering the windows from the inside, or otherwise screening the secure area from external viewing? (CMS 21A, Annex O, paragraph 5.b)</p>
	<p>18. Are other openings such as air vents, ducts, or any similar openings which breach the walls, floor, or ceiling of the facility, appropriately secured to prevent penetration? (CMS 21A, Annex O, paragraph 6)</p>

		19. Do openings which are less than 96 square inches have approved baffles installed to prevent an audio or acoustical hazard? (CMS 21A, Annex O, paragraph 6.a)
		20. If the opening exceeds 96 square inches, are acoustical baffles supplemented by either hardened steel bars or an approved intrusion detection system (IDS)? (CMS 21A, Annex O, paragraph 6.b)